



**North Carolina State Board of Cosmetic Art Examiners
1201 Front Street, Suite 110
Raleigh, North Carolina 27609**

APPLICATION FOR APPROVAL OF A ESTHETICIAN SCHOOL

Before any student can be accepted for examination by the North Carolina State Board of Cosmetic Art Examiners, the school must be approved by the said Board. The following application must be completed, in full, by the school owner and mailed to the **North Carolina State Board of Cosmetic Art Examiners, 1201 Front Street, Suite 110, Raleigh, NC 27609**. Final inspection by the members of the Board will be made before the school is approved. **(PLEASE PROVIDE A BLUE PRINT OF THE SCHOOL WHEN THE APPLICATION IS SENT TO THE STATE BOARD OFFICE)**

NOTICE to the State Board is required **30 days prior** to opening. All equipment should be installed and the school should be ready to open at the time of inspection.

NAME OF SCHOOL _____

SCHOOL LOCATION _____
Street City State Zip County

BUSINESS PHONE _____ FAX NUMBER _____ EMAIL _____

SCHOOL MAILING ADDRESS _____
(If different from location) Street City State Zip

Please check one: High School Private School Community/Technical College

Please check one: New School/Location Change in Ownership

Owner: Name _____ SS# _____

Address

Street City State Zip

Manager: Name _____ SS# _____

Address

Street City State Zip

Leased by: Name _____ SS# _____

Address

Street City State Zip

List of name(s), teacher certificate number, and Social Security number, of each instructor who will teach in the beauty school.

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

If you have more instructors, please list on a separate sheet of paper and attach it to this application.

1. Total number of square feet in the esthetician school. _____

2. Does the school have a unique raised seal identifying the school and physical location ? _____

3. Is there a locking file cabinet in the school, for student records? _____

4. RECEPTION AREA

A. Sign no smaller than 12" x 18" and must read as follows, and in no other way, "Cosmetic Art School - Work Done Exclusively by Students." _____

B. Bulletin Board _____

5. DRESSING ROOM

Are lockers or suitable space provided in the dressing room for each student's wearing apparel? _____

6. CLASSROOMS

A. Recitation Room

1. Total number of square feet in the recitation room. _____

2. Total number of students the recitation room can accommodate. _____

3. Number of desks or chairs suitable for classroom work. _____

4. Total number of chairs/treatment tables suitable for demonstrating esthetician practices. _____

5. Dry erase board _____

- 6. Charts with illustrations of skin, bones, muscles, and nerves of the head, neck, feet and hands.
- 7. Visual Aids. _____

B. Library

- 1. Standard Dictionary _____
- 2. Medical Dictionary _____
- 3. List other books relative to esthetics.

- 4. List reference books covering major ethnic cultures in N.C. (Caucasian, Black, Asian, Hispanic.)

C. Bulletin Board

- 1. One in each classroom. _____
- 2. Copy of Board sanitary rules posted on each bulletin board. _____

7. BEGINNERS DEPARTMENT

- A. Separate from the advanced department _____
- B. Conspicuously placed sign, must read "Beginners Department" _____
- C. Equipment
 - 1. Total number of facial treatment chairs, treatment tables, or hydraulic treatment chairs. _____
 - 2. Total number of esthetician's stools. _____
 - 3. Total number of facial vaporizers. _____
 - 4. Total number of galvanic current apparatus. _____
 - 5. Total number of infra-red lamps. _____
 - 6. Total number of wood's lamps. _____

- 7. Total number of footed magnifying lamps or magnifying lamps that attaches to the wall. _____
- 8. Total number of hair removal wax systems. _____
- 9. Total number of thermal wax systems. _____
- 10. Total number of suction machines. _____
- 11. Total number of exfoliation brushes. _____
- 12. Total number of tables for machines. _____
- 13. Total number of lavatories with hot and cold running water in the treatment area. _____
- 14. Covered containers of sufficient size for the purpose of disinfecting implements. _____
- 15. Covered containers for storage of disinfected implements. _____

8. EACH STUDENT SHALL BE SUPPLIED WITH:

A. Total number per student of each item listed below:

- 1. Cape _____
- 2. Spatulas _____
- 3. Astringents _____
- 4. Tweezers _____
- 5. Cotton Pads _____
- 6. Make up supplies _____
- 7. Sponges _____
- 8. All purpose cream _____
- 9. State Board law book- "An Act" _____
- 10. Copy of course curriculum requirements _____

A \$50.00 SCHOOL CERTIFICATE AND A \$10.00 PROCESSING FEE WILL BE COLLECTED UPON APPROVAL OF THE SCHOOL.

\$60.00 SCHOOL LICENSE AND PROCESSING FEE RECEIVED:

Check
Money Order

SCHOOL BOND REQUIREMENTS MET:

Yes

A true/certified copy of your school bond attached.

Yes No

Board Member

Date Inspected

Signature of Approval

Signature of Disapproval and Date

Reason(s) for Disapproval

Signature (Final Verification by School Administrator)

Board Member Remarks: _____

School Administrator Remarks: _____
